

Please note that these are the draft Minutes which have been checked and pre-approved by the Chairman, but have not yet been approved by the full Committee.

NASH VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Committee Meeting held on 19th October 2020 (via videoconference)

Present:

Chairman	Mike Williams
Treasurer	Michelle Crack
Secretary	Vineet Manghani
Bookings Secretary	Debbie Evans
Buildings and Maintenance Committee	Gary White
Social Committee Chair	Mary Vinakoti
Church representative	Pam King
Village representative	Phil Carpenter
Village representative	Phil Doran
Village representative	Elwyn Harker
Resident	Penny York
Resident	Mr. and Mrs. Robert Meardon
Resident	Ivan Rowe

- 1. APOLOGIES**
 - a. Lesley Weatherhead

- 2. MINUTES OF THE LAST MEETING**
 - a. The Minutes of the Meeting held on 22nd June 2020 were approved having been proposed by Elwyn Harker and seconded by Debbie Evans.

- 3. MATTERS ARISING**
 - a. None

- 4. CHAIRMAN'S REPORT**
 - a. The sad passing of the previous secretary Evelyn Chapman was noted
 - b. Vineet Manghani has been appointed as the new secretary and trustee of the Nash Village Hall
 - c. Michelle Crack has been appointed the new treasurer and trustee of the Nash Village Hall
 - d. Mr. and Mrs. John Southby have now moved on from the village, and we wish them all the best

- e. The legal changes in the trustees of the Nash Village Hall have been completed with the Charities Commission in August
- f. It was encouraging that we had 1 PUMP and 2 Cake-Aways since the last meeting, it looks unlikely we will be able to do any more such events for the rest of the year in light of the pandemic
- g. Phil Doran noted that the updated statement of accounts has not been seen in a long time. Michelle Crack said she has not been advised by the previous treasurer of the need to send out the statement of accounts. She has since sent out the updated statement of accounts to the committee members.

5. TREASURER'S REPORT

- a. Mike informed that a response is still awaited from HSBC Bank regarding internet banking access for Michelle. It has now been pending for 4 weeks
- b. Michelle said she would update John's spreadsheet and circulate to the committee members. This has now been done.
- c. The Village Hall electricity account is in credit, the cleaner costs have been cut in half, and the window cleaning has been cancelled
- d. High level financials (approx.):
 - i. Savings Account: £16,400
 - ii. Deposit Account: £301
 - iii. Cash in Hand: £250
- e. This translates to the Village Hall having a runway of approximately 18 months of running costs

6. SECRETARY'S REPORT

- a. Vineet gave a short update saying he was getting up to speed with Village Hall matters, has caught up with Mike a couple of times, and is looking forward to contributing to the community in this role

7. BOOKING SECRETARY'S REPORT

- a. No new bookings have been received for the Village Hall in light of the Covid-19 Pandemic
- b. There is a lady in Thornborough who has booked and started using the Village Hall car park/ playground for outdoor exercise classes, dependant on weather. It has been made clear to her that music and noise must be kept at reasonable levels during classes.
- c. There was a campervan parked in the Village Hall car park/ playground for a few days. This belongs to the parents of a resident of High Street who has had a new baby. The owners of the campervan made a voluntary contribution to the Village Hall while leaving.

- d. It was decided that using the Village Hall car park/ playground for campervan parking will not be encouraged or allowed going forward
- e. A suggestion was made to lock the gates of the Village Hall car park/ playground while it was not in use. It was agreed to not do this.
- f. Bucks Business Forum have been informed that the Nash Village Hall is open as a meeting space/ hall for groups of up to 6 people

8. **BUILDINGS AND MAINTENANCE OFFICER'S REPORT**

- a. A wi-fi extension has been put in place in the Village Hall now, which extends the wi-fi signal to the annexe. The materials for this extension were gifted by a local resident.
 - i. **Action:** Vineet to get the resident's email from Mike and send a thank you note on behalf of the Village Hall
- b. The holes made in the walls to enable the wi-fi extension need to be repaired
- c. The taps in the toilets have been changed
- d. Gary has been going periodically to take a look around and ensure everything is ok
- e. **Action:** Gary to examine the roof of the bus shelter with a view to assessing the asbestos risk, and the viability of converting the bus shelter into a makeshift village library

9. **SOCIAL COMMITTEE CHAIR'S REPORT**

- a. Not too many events have been held due to the ongoing Covid-19 pandemic
- b. 2 cake-aways were held, one each in July and August. The one in July was to celebrate Evelyn's life
- c. Lavinia's 100th birthday was celebrated, whatsapp and Facebook groups had a crucial role to play in organising the event
- d. Farewell was given to the Southbys, once again the whatsapp group was utilised in organising
- e. There has been interest in creating a village library
 - i. There is a need to evaluate the various options to situate the library. E.g. a shed or the bus shelter (asbestos roof risk needs to be evaluated for the bus shelter – action with Gary per point 8e above)
 - ii. There are other practical considerations which need to be taken into account, e.g. 1 in 1 out, sanitisation after each use etc.
 - iii. **Action:** Mary to evaluate and get costs of the various options and get back to the committee
 - iv. The Parish Council potentially has funds for asset development which could be utilised for remodelling the bus shelter

- f. Mary has attended a workshop of the Volunteer Managers Network, which has brought out some good ideas on how to keep our volunteers engaged in the current times. E.g. upskilling people on Zoom and other technology
- g. **Action:** Mary to share the details around the community garden with the committee
- h. There was a proposal by Mary to have a co-working space in the Village Hall, to encourage engagement and community. All of the committee members in attendance thought it was a good idea, but a number of practical considerations need to be accounted for. E.g.
 - i. Booking System
 - ii. Safety
 - iii. Volunteering
 - iv. How the highly vulnerable category of people would be catered for
 - v. If Buckinghamshire goes into Tier 2 Covid risk category, then it would not be possible to do this
 - vi. The trustees being responsible for the Village Hall, what (if any) would be the legal and insurance-related ramifications of running such a space. **Action:** Mike and Vineet to find out about the legal and insurance-related ramifications of running a co-working space out of the Village Hall
- i. There was a discussion around restarting the Nash Support Group. It was decided that Mary will reach out to the Nash Parish Council clerk to get this added to the agenda for the next Parish Council meeting.

10. PUMP COMMITTEE CHAIR'S REPORT

- a. Lesley had sent in an update via email, which reads as follows:
Lesley Weatherhead - Pump Master - suggests. In light of Covid, I would recommend no further Pumps for the remainder of 2020.

11. CHURCH REPRESENTATIVE'S REPORT

- a. Starting November, it is planned that there will be a service every Sunday at the Nash Church
- b. Jacqueline Dove is the new rector for the Nash Church
- c. Remembrance Sunday is 8th November. There will be wreaths laid at the war memorial
- d. Mike proposed the Village Hall lays a wreath, which was unanimously approved
- e. **Action:** Mike to procure the wreath from the British Legion. This action is now complete.

12. ANY OTHER BUSINESS

- a. Defibrillator Usage: Elwyn mentioned the need for the village residents to be made aware of the location and usage instructions and process for the defibrillator located in the Village Hall, along with other actions needed to be taken in a medical emergency. **Action:** Elwyn to create some content around this and share on social media/ other outlets. Elwyn has since sent in an update that this will be done via the Nash Village Newsletter.
- b. Pam King had paid a sum of £115 towards the picture of the Village Hall for John Southby. She will claim this from the Village Hall via the treasurer.

13. DATE OF NEXT MEETING: Monday, 7th December 2020, 19:00, via videoconference.

Drafted 25-10-2020
Issued